



DEPARTMENTS OF THE ARMY AND THE AIR FORCE  
JOINT FORCES HEADQUARTERS KANSAS  
2800 SOUTHWEST TOPEKA BOULEVARD  
TOPEKA, KS 66611-1287

NGKS-TAG

14 June 2013

MEMORANDUM FOR Full Time employees of the Adjutant General's Department Kansas National Guard

SUBJECT: Hours of Work Change

1. This letter serves as your official notice, the Kansas National Guard will adjust the entire federal workforce to 5 days a week / 8hrs a day work schedule beginning on 30 June 2013. Once enacted, this work schedule will remain in effect for all Adjutant General employees (AGR and Federal Technician) until our furlough obligation has been satisfied. Once the organization's furlough obligation has been satisfied, the supervisors will be notified when to return to the alternate work schedules.
2. The current proposal from the Department of Defense (DoD) and National Guard Bureau (NGB) is each Federal Technician will be furloughed not more than 11 discontinuous work days or 88 total hours during the remainder of the fiscal year.
3. Refer to HRO policy letter #1 for standard work schedule guidance.
4. The pay periods that are affected are as follows:

Start Date to End Date

30-Jun-13 to 13-Jul-13  
14-Jul-13 to 27-Jul-13  
28-Jul-13 to 10-Aug-13  
1-Aug-13 to 24-Aug-13  
25-Aug-13 to 7-Sep-13  
8-Sep-13 to 21-Sep-13  
22-Sep-13 to 5-Oct-13

5. The point of contact is LTC Roger Krull, Human Resource Officer, at 785-274-1167 or at [roger.a.krull.mil@mail.mil](mailto:roger.a.krull.mil@mail.mil).

A handwritten signature in black ink, reading "Lee E. Tafanelli".

LEE E. TAFANELLI  
Major General, KSNG  
The Adjutant General